

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION
Date: April 10, 2014**

SUBJECT: Amendment to Town Code 3-04-090 “Cooperative Purchasing”

SUBMITTING DEPARTMENT: Legal Department

PREPARED BY: Steven Zraick, Deputy Town Attorney

AGENDA LOCATION: Comments/Communications , Consent , Work/Study ,
New Business , Public Hearing , Second Reading

ATTACHMENTS: a) Ordinance No. 790

SUMMARY: On December 13, 1979, the Town Council adopted Ordinance No. 18 to enact Article 3-4, “PURCHASING PROCEDURE” of the Town Code to generally provide for public bidding in Town purchases. Section 3-4-9 “Cooperative Purchasing” allowed the Town to benefit from purchases made through public bidding by the State of Arizona and its political subdivisions without having to carry on its own bidding.

Similar provisions which apply to state agencies (ARS §41-2631 et seq.) have for years allowed those agencies to join with many other types of public and non-profit entities to make purchases based on the bidding already done by those entities. This involves agreements with lead agencies which purchase specified materials and services by compiling quantity estimates, preparing the bid or proposal solicitations, receiving bids or proposals, and awarding a contract. And, the documents used anticipate that other entities may come along and use the same prices and specs for various quantities. Such cooperative purchasing has been shown to provide for competition and ensure high quality and low price without each entity having to go through the duplication of effort to carry out their own bidding procedures.

In recent years, the Town has informally expanded its cooperative purchasing with an expectation of eventually expanding the formal authority in the Town Code. It is now time to complete this essentially “housekeeping” matter.

OPTIONS ANALYSIS: Council may either adopt this Ordinance formally expanding the Town’s options for cooperative purchasing, OR decline to adopt the Ordinance.

ACTION OPTION: a) Motion to read Ordinance No.790 by title only on two separate occasions, and then place the same on final passage, **OR** Motion not to read Ordinance No.790. **VOTE.**

b) [if the motion is in favor of reading Ordinance No. 790, the Mayor asks the Town Clerk to read the Ordinance by title only for the first reading]

RECOMMENDATION: Staff recommends adoption of Ordinance No. 790.

FISCAL ANALYSIS: The Town already utilizes the benefits of cooperative purchasing whenever feasible and this will allow the Town to broaden the scope of political entities and cooperative purchasing organizations that it references during the procurement process.

REVIEWED BY:

Management Services Director _____

Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____